

MEMORANDUM

TO: Nashville Office Employees

FROM: Gary T. Myers, Executive Director

DATE: September 19, 2006

SUBJECT: JOB VACANCY ANNOUNCEMENT

This memo is to officially announce the following position for *Transfer* or *Promotion*:

EXECUTIVE SECRETARY 3
TWRA Executive Director's Office
Salary Range: \$2,049 - \$3,277
Formerly Occupied By: J. Smith

SUMMARY: Under general supervision, is responsible for secretarial work of unusual difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest level secretarial class in the State service. An employee in this class applies secretarial science and time management techniques at the most advanced level in executing administrative detail and assisting a department head in making maximal effective use of time. This class differs from Executive Secretary 2 in that an incumbent of the latter performs secretarial duties of lesser scope and complexity for a deputy commissioner or an agency head.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Reviews mail for executive, pulling material which need not be seen, if so assigned; makes notation of assignments to be accomplished by others and sends to proper division head for accomplishment, maintaining a suspense file for later follow-up; independently composes correspondence and, as assigned, signs for executive and sends out giving executive a review copy or prepares material for signature; arranges days work materials on executive's desk by chronologic or other order in such a way as to facilitate execution by executive; reviews articles and reports which are necessary for the executive to read and, as assigned, highlights and/or synopsis same to save executive's time.
2. Screens and directs calls and visitors to the appropriate services or answering questions as appropriate; makes regular contacts with the general public, persons in other departments or divisions, and outside organizations and representatives for the purpose of furnishing or obtaining information, explaining semi-specialized matters or explaining procedures and regulations, and in making contacts with officials at the higher levels in outside agencies and in other departments on situations requiring cooperation and explanation of services and activities

of the department; arranges calendar in such manner that only necessary appointments are made and in such manner as to fit properly with work and make maximal effective use of time.

3. Acts as secretarial mentor for the department; gives guidance and advice to other secretarial staff on work; may be assigned to supervise a small staff of clerical workers; trains less experienced secretaries as assigned; as assigned, performs studies in the area of secretarial science to assure smooth running of departmental secretarial services.

4. From copy, rough draft, detailed notes, or through transcription: types a variety of narrative, statistical and other material; if possesses the skill, may take a limited amount of dictation by shorthand; reviews material typed for spelling, grammar, and where appropriate, sense.

5. Operates standard office machines including: calculator, copy machine, dictating machine, telephone, typewriter, and word processor.

NOTE: For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

All requests for consideration must be submitted in accordance with Administrative Directive #3 by ***October 3, 2006. This is an Executive Service position and serves at the pleasure of the Executive Director.***

Inquiries concerning this position should contact TWRA's Chief of Human Resources, ***Stan Powell*** at ***615.781.6594***.

GTM/slp

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